



Dir/IQAC/MRSPTU/2021/.....

Date:

Internal Administrative Audit – Establishment

Date of Audit:

Period:

- | | |
|--|--------|
| 01. Official (s) are aware with office protocol and practices | Yes/No |
| 02. Files maintained – properly | Yes/No |
| 03. Letter dispatch/received record available & properly maintained | Yes/No |
| 04. Staff is well averse with the roles and responsibilities | Yes/No |
| 05. Individual service record of all employees | Yes/No |
| 06. Leave record available | Yes/No |
| 07. CAS/DPC promotion cases related files | Yes/No |
| 08. Pay and salary record available | Yes/No |
| 09. Rules/Regulations/Calendar of University | Yes/No |
| 10. of statutory bodies | Yes/No |
| 11. Office order file | Yes/No |
| 12. Notification file | Yes/No |
| 13. Circular file | Yes/No |
| 14. Personal files of all employees | Yes/No |
| 15. Diary/Despatch | Yes/No |
| 16. GPF/CPF/NPS related record | Yes/No |
| 17. Advances issue file | Yes/No |
| 18. Form 16 file | Yes/No |
| 19. Forwarding of applications for employment related record available | Yes/No |
| 20. Record related to accounts department maintained properly | Yes/No |
| 21. Inventory record available | Yes/No |
| 22. Grievance register available | Yes/No |
| 23. Staff attendance & leave record available | Yes/No |
| 24. Information updated on website | Yes/No |
| 25. Staff available | Yes/No |

Name	Designation

26. Details of Teaching & Non-Teaching Staff of University

27. Teaching Faculty

	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned												
Recruited												

ਪ੍ਰੋ. (ਡਾ.) ਆਸ਼ਿਸ਼ ਬਾਲਦੀ
ਡਾਇਰੈਕਟਰ ਆਈ.ਕਿਊ.ਏ.ਸੀ.



ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਤਕਨੀਕੀ ਯੂਨੀਵਰਸਿਟੀ
(ਯੂ.ਜੀ.ਸੀ. ਵੱਲੋਂ ਮਾਨਤਾ ਪ੍ਰਾਪਤ)

Prof. (Dr.) Ashish Baldi
Director, IQAC
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Maharaja Ranjit Singh Punjab Technical University
(Act 5 (2015) of Punjab & 2(f) & 12B of UGC)
Dabwali Road, Bathinda (Punjab) 151001
Phone No. 823848-9684

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Date:

PG										
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Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt										
Ph.D.										
M.Phil.										
PG										

31. Distinguished Academicians Appointed

	Male	Female	Others	Total
Emeritus Professor				
Adjunct Professor				
Visiting Professor				

32. Chairs Instituted by the University

Name of the Department	Name of the Chair	Name of the Sponsor Organisation/Agency

Sl.No	Name of the Department	Name of the Chair	Name of the Sponsor Organisation/Agency

33. Number of full time teachers year wise during the last five years

Year					
Number					

34. Number of sanctioned posts year wise during the last five years

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Date:

Year					
Number					

35. Any other information (to be added by Department)

36. Observations/suggestions of Internal Audit Committee

Internal Audit Committee

Chairperson

Member-1

Member-2